

## INSTRUCTIONS FOR COMPLETING YOUR APPLICATION

**PRINT THESE INSTRUCTIONS AND KEEP FOR REFERENCE AS YOU GO THROUGH THE APPLICATION PROCESS.**

**NOTE: YOU CANNOT SAVE THE APPLICATION DOCUMENTS ON YOUR PC. YOU WILL HAVE TO COMPLETE THEM BY FILLING IN ALL APPLICABLE AREAS AND THEN PRINT THEM.**

1. **FILL OUT** THE **STUDENT DATA SHEET**. NOTE: TAB THROUGH THE ITEMS AND TYPE IN THE INFO OR USE THE AVAILABLE PULL DOWN SELECTIONS.
2. **FILL OUT** THE **GRADUATE APPLICATION FOR ADMISSION**. NOTE: SOME PARTS HAVE BEEN COMPLETED FOR YOU.
3. **FILL OUT** THE **GRADUATE REGISTRATION FOR CREDIT COURSES**. NOTE: THE COURSE NUMBERS AND TUITION COSTS HAVE BEEN FILLED IN FOR YOU.
4. **PRINT** THE ENTIRE FILE. THE LAST TWO PAGES WILL BE THE **TUITION ASSISTANCE CHECKLIST** AND THE **TUITION ASSISTANCE INFO PAPER**. YOU NEED THE CHECKLIST AND THE INFO PAPER TO TAKE TO THE FT GORDON EDUCATION CENTER.

YOU ARE NOW FINISHED ON THE COMPUTER. CLOSE YOUR FILE AND CONTINUE WITH THE PROCESS BELOW. **REMEMBER, YOU CANNOT SAVE YOUR CHANGES, SO PRINT OUT EVERYTHING BEFOR CLOSING THE DOCUMENT.**

5. TAKE THE **TUITION ASSISTANCE CHECKLIST** AND THE **TUITION ASSISTANCE INFO PAPER** TO THE EDUCATION CENTER. THEY WILL COMPLETE YOUR TUITION ASSISTANCE FORMS.

**DIRECTIONS TO ED CENTER FROM SIGNAL TOWERS PARKING LOT: TURN RIGHT OUT OF LOT ONTO CHAMBERLAIN AVE. TURN LEFT ON 25<sup>TH</sup> STREET. GO TO FIRST STOP SIGN (SIGNAL THEATER ON CORNER). TURN RIGHT ON BARNES AVE. ED CENTER IS ON LEFT JUST PAST INDOOR POOL.**

6. BRING THE FOLLOWING BACK TO MAJ MAKOWSKY IN OCOS (ROOM 709, SIGNAL TOWERS) OR FAX TO 706-791-7088 (DSN 780-7088):

- A. STUDENT DATA SHEET
- B. GRADUATE APPLICATION FOR ADMISSION
- C. GRADUATE REGSITRATION FOR CREDIT COURSES
- D. TWO TA FORMS GIVEN YOU BY ED CENTER
- E. COPY OF YOUR ORDERS

7. ONCE YOUR APPLICATION IS PROCESSED, YOU WILL GET A REGISTRATION CONFIRMATION VIA E-MAIL. THIS SHOULD TAKE NO MORE THAN A WEEK AFTER YOU COMPLETE YOUR APPLICATION.

### POC/CONTACT INFORMATION:

**MAJ ALAN MAKOWSKY**  
**alan.makowsky@us.army.mil**  
**706-791-2267**  
**DSN 780-2267**  
**FAX 706-791-7088**  
**FAX DSN 780-7088**  
**Room 709, Signal Towers**

STUDENT DATA SHEET  
SIGNAL REGIMENT GRADUATE EDUCATION PROGRAM  
MARCH 2003 IT GRADUATE SEMINAR

NAME :

RANK :

STATUS :      ACTIVE  
                  USAR  
                  NATIONAL GUARD  
                  CIVILIAN  
                  CONTRACTOR  
                  FAMILY MEMBER

ORGANIZATION :

OR

OR

E-MAIL :

AKO E-MAIL :

@US.ARMY.MIL

PHONE :    H:

AND/OR

W:

AND/OR

C:



## Graduate Application for Admission

### ARMY SIGNAL CENTER SEMINAR AT FT GORDON

## Application Form

Check program you are applying for:

### Graduate Degree Programs

#### Executive Master's Programs

Executive Master of Business Administration  
Executive Master of Science in Technology Management  
Executive Program in Information Technology  
Executive Program for a dual MBA/MS in Management  
Executive Program for a dual MBA/Master of International Management  
Executive Program for a dual MBA/MS in Technology Management  
Other (please specify)

**Master of Science in Environmental Management/MBA Energy Resources Management and Policy**

**Master of Science in Health Care Administration**

**Master of Science in Health Care Administration / Master of Business Administration (dual degree)**

**Master of Telecommunications Management**

**Master of Science in Accounting and Financial Management (dual degree)**

Master of Science in Management- Financial  
Management

Master of Science in Management Accounting

Master of International Management- Financial  
Management

**Master of Science in Accounting and Information  
Technology (dual degree)**

Master of Science in Accounting and Financial  
Management

Master of Science in Management- Accounting

**Master of Arts in Teaching**

**Master of Business Administration**

**Master of Distance Education**

**Master of Education**

**Master of International Management**

Specialty tracks:

Energy Resources Management and Policy

International Commerce

International Finance

International Marketing

**Master of Software Engineering**

*Note: MSWE Applicants must provide two letters  
of recommendation*

**Master of Science in Information  
Technology**

**Master of Science in Management**

Specialty tracks:

Accounting

Energy Resources Management & Policy

Financial Management

Health Care Administration

Human Resources Management

Interdisciplinary Studies in Management

Management Information Systems

Marketing

Not-for-Profit Management

Procurement and Contract Management

Public Relations

**Master of Science in Management/Master of  
Business Administration (dual degree)**

Specialty tracks:

1:MS

2:MBA

1:MBA\*

2:MS

Accounting

Energy Resources Management &  
Policy

Financial Management

Health Care Administration

Human Resources Management

Interdisciplinary Studies in  
Management

Management Information Systems

Marketing

Not-for-Profit Management

Procurement and Contract Management

Public Relations

## **Master of International Management/Master of Business Administration (dual degree)**

Specialty tracks:

1:MIM 1:MBA\*  
2:MBA 2:MIM

Energy Resources Management and Policy  
International Commerce  
International Finance  
International Marketing

*\* This dual master's degree can be followed either by first completing all MIM requirements and then all MBA requirements or vice versa.*

## **Master of Science in Accounting & Financial Management**

### **Master of Science in Accounting and Information Technology**

## **Master of Science in Biotechnology Studies**

Specialty tracks:

Bioinformatics Practice

## **Master of Science in Computer Systems Management**

Specialty tracks:

Applied Computer Systems  
Database Systems Technologies  
Information Assurance  
Information Resources Management  
Software Development Management

## **Master of Science in Electronic Commerce (online only)**

## **Master of Electronic Commerce/Master of Business Administration (dual degree)**

*\* This dual master's degree can be followed either by first completing all MS requirements and then all MBA requirements or vice versa.*

## **Master of Science in Technology Management**

Specialty tracks:

Energy Resources Management & Policy  
General Program in Technology Management  
Technology Systems Management

## **Master of Science in Technology Management/Master of Business Administration (dual degree)**

Specialty tracks:

1:MBA  
2:MS

Energy Resources Management & Policy  
General Program in Technology Management  
Technology Systems Management

## **Master of Science in Environmental Management**

Specialty tracks:

Energy Resources Management and Policy  
Environmental Business Concentration

## **Resident Teacher Certification Program (RTC)**

**Other degree program** (specify):

# **Graduate Certificate Programs**

## **General Management Certificate Programs**

Accounting  
Accounting & Information Systems  
Accounting & Information Technology  
Accounting & Financial Management - Operation  
Accounting & Financial Management - Strategic  
Financial Management in Organizations  
Foundations for Human Resource Management  
Health Care Administration  
Integrated Direct Marketing  
Integrative Supply Chain Management  
Leadership and Management  
Not-for-Profit Financial Management  
Procurement and Contract Management  
Systems Analysis

## **E-Commerce**

E-Commerce

## **International Management Certificate Programs**

Doing Business in the U.S.  
International Marketing  
International Trade

## **Information Technology Systems Certificate Programs**

Applied Computer Systems  
Database Systems Technologies  
Information Assurance  
Information Resources Management  
Information Technology  
Software Development Management  
Software Engineering  
Telecommunications Management

## **Distance Education Certificate Programs**

Distance Education in Developing Countries  
Distance Education & Technology  
Foundations of Distance Education  
Library Services in Distance Education  
Teaching at a Distance  
Training at a Distance

## **Technology and Environmental Management Program**

Biotechnology Management  
Energy Resources Management and Policy  
Environmental Management  
Technology Systems Management

**Executive Program** (the following certificates are NOT available online)

Chief Information Officer (CIO)

Strategic Management of Technology & Innovation

**Other certificate program** (specify):

---

1. Student ID number:

*If you have NOT been issued a nine digit number by the U.S. Social Security Administration, please enter 9 zeros instead. (no dash)*

2. Status for which you are applying (check one):

Degree

Graduate Certificate

Graduate Professional Studies

3. Semester and year for which you are applying (check one of the following):

4. Name:

Last:

First:

Middle:

Any other names under which your educational records may be held:

5. Current Address:

Street:

Apt. No.

City:

State:

Postal/ZIP + 4 code:

Country (if not U.S.):

Own

Rent

How long have you lived at this address? Yrs:          Mos:

If you have lived less than one year at this address, please provide the following information:

Previous Street:

Previous Apt. No.

City:

State:

Postal/ZIP + 4 code:

Country (if not U.S.):

Own          Rent

How long did you live at this previous address? Yrs:          Mos:

6. Home telephone: (          )          -

7. E-mail Address:

*(this information is required to process your online application)*

8. Business

Telephone: (          )          -

County of employer:

Employer zip code:

9. Sex:          Male          Female

10. Date of Birth (Mo/Day/Yr):          /          /

11. Have you ever served in the U.S. Military?          Yes          No

(If yes, complete service information below)

Active duty (attach a photocopy of most recent assignment orders)

Veteran

Veteran, disabled

Reserve Component

Branch of military:



Home of state record:

Date of service (Mo/Day/Year):        /        /

Most recent duty station:

Separation date (Mo/Day/Year):        /        /

12. Are you the spouse or dependent of a full-time member of the U.S. armed forces?

Yes (spouse)

Yes (dependent)

No

If yes, complete service information below and attach a photocopy of most recent assignment orders of the active duty military member)

Branch of military:

Home of state record:

Date of service (Mo/Day/Year):        /        /

Most recent duty station:

13. Maryland resident:        Yes        No

If resident, County

and complete the Maryland Residency section to be considered for in-state tuition.

If not a Maryland resident, name the state, district, or territory of residence

14. Citizenship

Country of which you are a citizen:

\*Type of visa:

Registration no.:

Date Issued (Mo/Day/Yr):

Expiration date (Mo/Day/Yr):

/

/

/

/

\*Non-U.S. citizens must submit photocopies of their immigrant visa or permanent residence card.

If English is not your first language and you have not graduated from a U.S. university, have you taken

TOEFL?      No      Yes. Most recent test date:

TWE?      No      Yes. Most recent test date:

15. Racial/Ethnic Category (Optional). Submission of this information is voluntary and is not being used to determine your admissibility to UMUC. The information is being compiled for statistical purposes only.

American Indian or Alaska Native

Black or African American

Native Hawaiian or other Pacific Islander

Asian

Hispanic or Latino Origin

White

Other

16. Employment history (List all work and military experience for the past five years beginning with your current position.)

Title/position	Employer	Date from (mm/yy)	Date to (mm/yy)	Full- time	Part- time
----------------	----------	-------------------------	-----------------------	---------------	---------------

17. List all educational institutions (colleges, universities, professional schools, including institutions of the University System of Maryland) that you have attended or are currently attending. Failure to comply may result in dismissal from the university. An official transcript must be submitted from the undergraduate degree granting institution. The UMUC Graduate School reserves the right to request additional transcripts.

Full name of institution	Location	Discipline	Degree earned	Attendance from (mm/yy)	Attendance to (mm/yy)
--------------------------	----------	------------	------------------	-------------------------------	-----------------------------

Are any of the colleges/universities listed above located outside of the United States?

Yes      No

18. I have read and understood the regulations as stated on this application. I hereby certify that the information given above is complete and accurate, and I understand that dismissal is the penalty for falsification of that information. If I am admitted as a student, I agree to abide by the rules, policies, and regulations of University System of Maryland. In making this application, I accept and agree to abide by the policies and regulations of University of Maryland University College concerning drug and alcohol abuse, and understand that the unlawful use of drugs or alcohol will subject me to the penalties contained in those policies and regulations.
19. I am aware that all coursework used toward completing a degree must be completed within seven consecutive years (five years if MBA) from the date the first course is completed. I am aware that I have three years to complete any certificate which is 18 credits or less, and five years to complete any certificate more than 18 credits.
20. I understand and agree that, if I enroll in classes offered at military sites, my name, Social Security number, and other information may be released for security purposes.  
(If you are not in agreement, please contact UMUC's Graduate Student Services).

Check here to accept agreement.

---

## Maryland Residency

Applicants claiming Maryland residency must complete the following questions.

The university reserves the right to request additional information if necessary. In the event the university discovers that you have supplied false or misleading information, it may bill retroactively to recover the difference between out-of-state and in-state tuition for all semesters involved. In the event you are misclassified as a Maryland resident, the University reserves the right to bill for out-of-state tuition for the current and subsequent semesters.

If you - or your spouse, parent, or legal guardian - are a regular employee of the University System of Maryland, please attach a letter of verification from the personnel office of the appropriate institution.

21. On whom will you be financially dependent for your education and living expenses while attending UMUC?
22. Have you received any type of financial aid (loan, scholarship, grant) from any state other than

Maryland in the last 12 months?

No      Yes

From which state?

23. For the most recent 12 months, has another person (spouse, guardian, parent)

a. Provided one-half or more of your financial support?

Yes      No

b. Claimed you as a dependent on a federal or state income tax return?

Yes      No

c. If answer to a or b is yes, please complete the following information

Provider's last name:

First:

Middle initial:

Relationship

If spouse, date of marriage (Mo/Day/Yr):      /      /

Address:      City:

State:      Postal/ZIP + 4 code:

Country (if not U.S.):

Length of time at this address: Yrs      Mos

d. Are you (provider) a citizen of the United States?      Yes      No

Country of birth:

If not a U.S. citizen, provide the following information and supply copies of all supporting documentation.

Type of visa:

Date Issued (Mo/Day/Yr):

/      /

Registration number:

Expires (Mo/Day/Yr):

/      /

e. Are you (provider) or your spouse currently a military service member on active duty residing in Maryland?      Yes      No

(if active duty, attach a photocopy of most recent assignment orders)

f. If the answer to 23e is "yes", do you (provider) reside or are you stationed in Maryland?      Yes

No

*If you provided more than half of your own support, you must answer the following questions. Otherwise, the person named in 23c above must answer them*

24. Do you own (or rent) and occupy real property in Maryland on a year-round basis?      Yes      No

25. Are all, or substantially all, of your personal property in the state of Maryland?      Yes      No

26. Are you currently registered to vote?      Yes      No

If yes, in what state?

27. Do you have a valid driver's license?      Yes      No

If yes, in what state?

28. Do you own a motor vehicle?      Yes      No

If yes, in what state is it registered?

If you answered Maryland, but your vehicle was previously registered in another state, provide the original date of registration in Maryland (Mo/Yr)      /

29. Have you paid Maryland income tax for the most recent year on all earned income including taxable income earned outside the state?      Yes      No

List actual years you paid Maryland income tax within the past two years

List actual years you paid income tax to another state within the past two years

If you did not pay income tax in Maryland in the past 12 months, please state reason(s):

30. If employed in the state of Maryland, is Maryland income tax currently being withheld?      Yes  
No

I certify that the information recorded above is correct. If circumstances change that affect my tuition status requested on this application, I agree to notify University of Maryland University College in writing within 15 days of such change.

Check here to accept agreement.

# Personal Statement

A. In a paragraph or more, briefly describe your work experience and current employment.

B. In a paragraph or more, briefly describe how participation in a graduate program will assist you in achieving your future goals and aspirations.

C. Briefly describe the extent of your computer knowledge.

---

# Waiver for Decision Pending Students

(Students seeking Form I-20 or IAP-66, and MBA applicants, are not eligible for this status.)

I understand that I am being permitted to enroll in University of Maryland University College Graduate School for the current semester only, pending receipt and/or processing of my application, statement of personal experience, official transcripts, and test scores. I realize that if, after all the necessary documents are received by UMUC, I am found ineligible for admission, I will not be permitted to re-enroll. I also understand that if any of the above documents are not received by the UMUC by the above date, I will not be permitted to re-enroll.

Check here to accept agreement.

---

## Electronic Mail Authorization

Please complete and sign the authorization printed below and return it with your application. The purpose of this authorization is to provide for the timely transmission of information by electronic means to students who are geographically removed from UMUC's administrative offices in Adelphi, Maryland.

For the purpose of my enrollment at University of Maryland University College, I, do hereby authorize UMUC Graduate School, staff, and faculty to transmit to me electronically, at the e-mail address designated below, educational information that relates to me, including but not limited to grades, examinations and assignments, evaluations and test scores, academic counseling information, financial information, and information relating to my student account.

I understand that UMUC cannot ensure complete security for any such transmissions, and therefore I hereby expressly authorize such transmissions of educational information that is related to me and is subject to the Family Education and Privacy Act of 1974, as amended.

I understand that in order to revoke this authorization or change designated e-mail address, I must do so in writing and that such revocation or change shall not apply to any information from academic records transmitted to or by UMUC prior to the date of revocation.

Full name:

E-mail address:

Please confirm your E-mail address by re-entering it.

E-mail address:

MasterCard Visa

Customer acct. no.:                      Exp. date (Mo/Yr):        /

Send feedback on this site to [webmaster@www.umuc.edu](mailto:webmaster@www.umuc.edu)





# Graduate Registration for Credit Courses

## ARMY SIGNAL CENTER SEMINAR AT FT GORDON

### Registration Form

Check the semester for which you are registering.

Have you previously registered for this semester ?      Yes      No

Social Security Number:

First name:

Middle initial:

Last name:

Present address:

City:

State

Zip:

Former or maiden name:

Today's Date (MM/DD/YYYY):        /        /

---

## Course Selection

You must list ALL course information requested below.

Course Discipline	Course No.	Section No.	Sem. Hrs.	Grading Option *
----------------------	---------------	----------------	--------------	---------------------

Total

## Alternative Course Choice(s)

Course Discipline	Course No.	Section No.	Sem. Hrs.	Grading Option
----------------------	---------------	----------------	--------------	-------------------

\* Leave "R" if you want standard A, B, C, F grading options; otherwise, indicate audit (AU).  
Courses required for degree-seeking students may not be taken as an audit.

---

## Census Information

Census information will be kept confidential and will be used only for statistical purposes, in compliance with civil rights legislation.

1. Maryland County of Residence

## 2. Phone Number

a. Daytime phone: (        )        -

b. Evening phone: (        )        -

## 3. E-Mail address

4. Employer:

Zip:

## 5. Dates and locations of your first and last registrations at any branch of the University of Maryland System

First Date (MM/YYYY):        /

First Location:

Last Date (MM/YYYY):        /

Last Location:

6. I understand that I am responsible for and agree to pay all charges I incur at UMUC, and that if I withdraw, I must do so in accordance with the policies and procedures for the semester in which I am enrolling. I understand that if my account becomes delinquent, I will be liable for collection costs.

7. I also understand and agree that if I enroll in classes offered at military sites, my name, Social Security Number and other information may be released for security purposes.

Signature \_\_\_\_\_ Date \_\_\_\_\_

Check here to accept agreement.

---

## Computing Your Bill

To compute your tuition and fees, multiply the total semester hours by the hourly fee:

1. Application fee for new students (Be sure to include completed application form) =

2. Tuition (total semester hours x fee) =

**3. TOTAL FEES =**

4. If paying by contract, remission of fees, or financial aid, enter the amount here  
(Form must accompany registration) =

5. Pay difference between TOTAL Fees and amount of aid/contract=

6. Replacement ID card (\$10) =

**7. Total Amount Due =**

**Your registration will not be processed until payment is received.**

I am a new student. The application for admission is enclosed.

I am receiving financial aid from UMUC this semester. My award letter is enclosed.

#### Monthly Payment Plan

- To enroll, contact Academic Management Services (AMS)  
at 800-635-0120 or visit their web site at [www.amsweb.com](http://www.amsweb.com)

If you have any questions about the payment plan,  
please call 301-985-7176.

If you pay by check or money order, please make check payable to University of Maryland University College in the amount indicated in the total bill computation. Your check must accompany this application. If payment is omitted, the registration will be returned unprocessed. If you are paying by credit card, complete the information in below.

#### Check or Money Order

(Be sure to write your student I.D. number  
on the check and make the check payable to  
University of Maryland University College.)

#### Credit Card

(Please provide the information below.)

Visa

MasterCard

Account Number

Expiration Date:        /

Signature \_\_\_\_\_

Name of Credit Card holder

Check here to authorize the charge.

---

**-FOR OFFICE USE ONLY-**

PREFIX

COLLEGE CODE

ID

VS

BC Date:

Initials:

Batch #

© 1998 University of Maryland University College  
3501 University Blvd. East.  
Adelphi, MD 20783 USA USA

[Contact Us](#)

*Education & Career Development Division  
741 Barnes Avenue, Bldg #21606  
Ft. Gordon, GA 30905-5316  
PHONE: 791-2000*

## **TUITION ASSISTANCE**

**Starting 1 October 2002, you MUST complete the following checklist in order to receive a TA form.**

NAME _____	DATE _____
SSN _____	RANK _____
E-MAIL _____	PHONE _____
UNIT _____	DEGREE PLAN _____

### **✓ CHECKLIST:**

- \_\_\_ 1. Check with the education center counselor to make sure TA can be approved for the college and the courses you have selected.
- \_\_\_ 2. Provide the counselor with your degree plan or SOCAD Agreement and transcripts of all college courses taken previously.
- \_\_\_ 3. Enroll in college and register for your college courses.
- \_\_\_ 4. Bring your registration form to the education counselor and provide the following information so the TA form may be printed:
  - \_\_\_ Name and address of college
  - \_\_\_ Course number and course title
  - \_\_\_ Credit hours per course (semester or quarter hours)
  - \_\_\_ Tuition rate per credit hour
  - \_\_\_ Beginning and ending dates of courses
  - \_\_\_ Days and times classes meet
  - \_\_\_ Additional fees related to course enrollment

**All tuition assistance forms must be signed by the Education Services Officer, otherwise the tuition assistance will not be paid. Changes to the tuition assistance forms can only be made by the education center counselor.**

***TUITION ASSISTANCE INFORMATION  
SIGNAL REGIMENT GRADUATE EDUCATION PROGRAM  
UMUC INFORMATION TECHNOLOGY GRADUATE SEMINAR***

**NAME:** \_\_\_\_\_

**SSN:** \_\_\_\_\_

The above named student has registered with UMUC for the IT Graduate Seminar offered at Ft Gordon. The following information is provided to support the student's request for Tuition Assistance.

**1. NAME AND ADDRESS OF COLLEGE:**

University of Maryland University College (UMUC)  
Graduate Student Affairs  
Room 2211 SFSC  
3501 University Blvd East  
Adelphi, MD 20783-8030

**2. COURSE NUMBERS AND COURSE TITLES:**

**ITSM 603 Finance and Acquisition of Information Technology (6 semester hours)**

**ITSM 603a - Finance and IT (3 semester hours)**

**ITSM 603b - IT Acquisitions (3 semester hours)**

**USCP 610 Library Skills for the Information Age (0 semester hours)**

**3. TUITION:**

**Tuition is \$328.00 plus a \$5.00 technology fee per semester credit hour**

**ITSM 603 - Total = \$1,998.00**

**ITSM 603a – 3 credits –  $(\$328.00 \times 3) + (\$5.00 \times 3) = \$999.00$**

**ITSM 603b – 3 credits –  $(\$328.00 \times 3) + (\$5.00 \times 3) = \$999.00$**

**USCP 610 - 0 credits - \$75.00 + \$5.00 Tech fee = \$80.00**

**Total = \$2078.00**

**4. BEGINNING AND ENDING DATES OF COURSES: 14 Jun – 16 Aug 2003**

**5. DAYS AND TIMES CLASS MEETS: Saturdays, 0800-1700**